

Structured Interview Plan

No College Background Format (No Prior Service)

Applicant's Name: _____

Interviewer(s): _____

Date of Interview: _____

Directions: Review those applicant records which are available to you (high school transcript, application forms, etc.) and bring them to the interview. Use the records to determine key areas for questioning during the interview. Do not write on the records. Instead, use this interview form.

Use these questions to clarify previous high school, work, or extra-curricular activities which could be pursued during the interview. Feel free to vary the questions somewhat to fit your personal communication style or the background of the applicant.

Use follow-up questions to pin down behavior—what the applicant did, information about the situation, and the result of any action. Document the situation, action, and results in the space provided. (There should be enough space for necessary notes.)

To Open the Interview,

Say: Hello, my name is _____. I'm conducting this Interview for Army ROTC. The purpose of the Interview is to discuss with you some of your background experiences and then give you a chance to ask any questions you might have about being an Officer in the U.S. Army. I know that an interview is a somewhat stressful situation, but please relax as much as possible. If I get to know you well—what you have done and hope to do—then I will have a much better idea as to whether the US Army is best suited for your talents and interests. I think you will agree it is in my best interests as well as yours for us to become better acquainted before selection into the program.

I have some planned questions I would like to ask about your experiences that will take approximately 30-45 minutes. Then, I will give you a chance to ask questions. So I do not overlook any important items, I will be taking notes of our discussion. Let's start with your high school experiences. Which high school are you attending?

EDUCATIONAL BACKGROUND: High School _____

Career Motivation

1. What were (are) your career goals upon leaving high school?
-

2. What would you consider are your two or three most significant accomplishments in high school?

Please describe why they were significant to you.

	Situation	Action	Result
a.			
b.			
c.			

3. Tell me about the subject in which you worked the hardest and succeeded in doing well. To what do you attribute this success?

	Situation	Action	Result

4. In what kinds of non-classroom activities have you participated in school?

5. Have you worked at a part-time or summer job while in school? If so, in what capacity and for how long?

The following questions can be asked relative to academic, extracurricular or work experiences of the student. Say "I will now ask some questions about your experiences. You can refer to academic, extracurricular or work experiences in responding to the questions."

Initiative

1. Tell me about your toughest subject and what you have done to handle it?

Situation	Action	Result

2. In what extracurricular activity have you participated in which you worked the hardest and are most proud of? Please explain.

Situation	Action	Result

3. Give me an example of a school or work event in which the originating idea was yours. (Other than the one cited in response to question #2.)

Situation	Action	Result

4. Have you prepared yourself for college?

Situation	Action	Result

Preparing for college.

Planning And Organizing

1. How do you plan your week to accomplish all the activities in which you are involved? Give a specific example of one week.

Situation	Action	Result

Planning for a week.

2. Describe your method of study for major tests? End-of-year tests?

Situation	Action	Result

Major tests.

3. Give an example of when you had too much to do. How did you arrange your efforts as in a priority? order?

Situation	Action	Result

4. We all occasionally are late for a class or miss a due date. Give me an example of when this happened to you.

Situation	Action	Result

Influence

1. Describe a situation in which you strongly disagreed with a teacher, coach or supervisor. How did you handle the situation?

Situation	Action	Result

2. In your extracurricular activities, what was the most prominent leadership role in which you have been? What were your major accomplishments here?

Situation	Action	Result

3. Cite an example where you had to negotiate or mediate a dispute between two persons or groups. How did you handle it?

Situation	Action	Result

4. Have you ever had to help another student in school or in extracurricular events? Please describe what you did.

Situation	Action	Result

Judgment

1. Describe the alternative colleges that you have considered attending and the reasons for their consideration.

Situation	Action	Result

2. Each of us must occasionally make a tough decision. Describe your most recent tough decision and how you went about reaching a solution.

Situation**Action****Result**

3. If you could take back one decision you have made in the last two years, what would it be? Why?

Situation**Action****Result**

Career Motivation

1. Why does the US Army interest you?

2. What are your career plans at this time?

3. What has been your most satisfying experience in work or school to date? Please explain.

Situation**Action****Result**

4. What has been your least satisfying experience in work or school to date? Please explain.

Situation**Action****Result**

NOW SAY: Thank you for sharing so much information with me about your background. Now I would like to check my notes to ensure I didn't miss any planned questions. While I do that, please give some thought to the question: "What kind of teacher, instructor, coach, boss, etc. do you enjoy learning or working with best and why?"

After checking your notes, **ask the following:**

1. What are your thoughts on my question?
2. Do you have any unanswered questions or follow-up questions?

Please return this form to

Headquarters, Cadet Command
Bldg 56, 55 Patch Road
ATTN: Scholarship Division
Fort Monroe, VA 23651

Or a scanned copy can be e-mailed to atccps@usacc.army.mil

**ARMY ROTC SCHOLARSHIP
INTERVIEW SUMMARY**

For use of this form, see CC Reg 145-1, the proponent agency is ATCC-OP-I-S

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority 10 USC 2101, 2103, 2104, 2107, 2107A, 2111 and 5 USC 301.2

Principal Purpose To provide summarized data from an interview to assist in establishing scholarship eligibility.

Routine Uses Obtaining initial comments and recommendations from an interviewer. Used to assist in establishing a scholarship applicant's eligibility criteria.

Disclosure Disclosure of the information requested in this endorsement is voluntary. However, applicable portions must be completed if the applicant desires to be contracted in the Army Senior ROTC Scholarship Program.

PERSONAL DATA

1. NAME OF APPLICANT <i>(Last, First, Middle)</i>	2. SOCIAL SECURITY NUMBER
3. SCHOOL NAME	4. SCHOOL ETS CODE

INTERVIEW DATA/RECOMMENDATION

5. On a scale of 1 to 5 (1 being the lowest and 5 being the highest) rate the applicant by placing an "X" in the appropriate box:

	5 - OUTSTANDING
	4 - ABOVE AVERAGE
	3 - AVERAGE
	2 - BELOW AVERAGE
	1 - POOR

6a. COMMENTS - NARRATIVE REQUIRED:

6b. RECOMMENDATION/STATUS:

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	UNABLE TO CONTACT APPLICANT								

7. PRINTED NAME AND GRADE OF INTERVIEWER:

8. SIGNATURE OF INTERVIEWER

9. DATE OF INTERVIEW *(YY MM DD)*